



## DEPARTMENT OF LIQUOR CONTROL

An Escrow Account is a deposit of funds to cover future purchases from the Department of Liquor Control. You draw against the deposit during the current month and will receive an itemized statement at the end of each month. The "total due" amount on your statement must be paid within two weeks of the statement date.

In order to establish an escrow account please complete the form below and forward a check made payable to Montgomery County, Maryland in the amount of your estimated 45 days purchases.

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### APPLICATION FOR ESCROW ACCOUNT

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Delivery address: \_\_\_\_\_  
\_\_\_\_\_

Billing address: \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Escrow Deposit: \$ \_\_\_\_\_

**Example of escrow deposit calculation:** If you estimate your weekly purchases to be \$1,000, then the amount of your escrow deposit would be \$6,000 (\$1,000 x 6 weeks).

*Please forward this form and a check made payable to Montgomery County, Maryland to  
Department of Liquor Control, Escrow Accounting, 16650 Crabbs Branch Way, Rockville, MD 20855*

Delivery Day: \_\_\_\_\_  
Beer/Kegs                      Liquor/Wine

**Please note:** When mailing payments other than your original escrow deposit, please reference the invoice number and date of purchases on the check or you may enclose a copy of the invoice as a reference. Copies of all invoices must be kept on the premises for a period of two years from the date of each purchase. Payment is due by the 15<sup>th</sup> of the following month. It is your responsibility to keep copies of invoices. If you have any questions, please contact Tracy J. Brown at 240-777-1944.

**We reserve the right to change your terms to COD, if you do not comply with our payment terms.**

Signature \_\_\_\_\_  
(I agree with the terms)

Date: \_\_\_\_\_